



**JUSTICE CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**REFERENCES:**  
**2-CO-1D-01**  
**1-CTA-3A-01,06**  
**1-JBC-1D-01**  
**4-JCF-6E-01-04**  
**3-JCRF-1D-01,04,05**  
**3-JDF-1D-01**  
**1-JDTP-1D-01**  
**1-JPAS-2-7010,7049,7053**  
**1-JTS-1D-01**

**CHAPTER: Professional Development**

**AUTHORITY: KRS 15A.065**

**SUBJECT: Training and Staff Development**

**POLICY NUMBER: DJJ 501**

**TOTAL PAGES: 2**

**EFFECTIVE DATE: 08/04/2014**

**APPROVAL: Bob D. Hayter , ACTING COMMISSIONER**

**I. POLICY**

The Department of Juvenile Justice (DJJ) shall provide training and professional development for department staff.

**II. APPLICABILITY**

This policy shall apply to all DJJ programs, offices, and staff except Executive Staff.

**III. DEFINITIONS**

Refer to Chapter 500

**IV. PROCEDURES**

A. The Division of Professional Development (DPD) shall administer or provide oversight for any DJJ training activity including:

1. Pre-Service assessment and training coordination for DJJ staff;
2. The Youth Worker Training Academy (Academy);
3. In-service training events;
4. Training of Trainer or Instructor Courses;
5. Annual staff assessments for training needs;
6. Curriculum development to meet employee or agency needs;
7. Procurement of contracts for expert consultants, vendors, and training materials or space, as necessary to provide additional or advanced training;

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8. Develop Individual Training Plans to promote staff development and enhanced skills;
  9. DPD staff may be used during an internal investigation for technical assistance on proper use of trained techniques. Assistance shall not include opinions on questions of excessive force;
  10. Maintaining staff and Academy students training records in accordance with DJJPP Chapter 5; and
  11. Provision of an annual catalog and summary of all training courses offered by DJJ, to include procedures for access.
- B. Fiscal management, procurement, and contracting for goods and services shall be conducted in compliance with state laws and regulations and DJJ policies. Reference DJJPP Chapter 1.
  - C. The Training Branch Manager, through the DPD Director, shall provide quarterly reports to the Deputy Commissioner of Support Services regarding training and staff development issues in compliance with DJJPP Chapter 1.
  - D. The Department Advisory Training Committee shall meet annually to review and approve training issues.

## **V. MONITORING MECHANISM**

The Division of Professional Development Director and Deputy Commissioner for Support Services shall monitor this policy on an annual basis.